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26 JUL 1955

MEMORANDUM FOR: Director of Training

SUBJECT: Training of Personnel Recruitment Officers

1. As you are well aware, the Agency has been directed to undertake certain high-priority projects. In order to meet the needs of these projects it will be necessary to transfer personnel on board, and where this is not possible, to hire new personnel. This external hiring, in turn, will require the hiring and training of additional recruitment officers.

2. It has been Agency policy and practice to have all new recruitment officers take the Basic Intelligence Course and the Operational Support Course.

3. These courses cover a period of seven weeks and are in addition to three weeks of on-job training given by the Personnel Procurement Division of this Office. Since time is of the essence, both to meet the needs of these priority projects and to get recruiters into the colleges early to interview candidates for the JOT program, I would like to request that consideration be given to the new recruiters taking only the Basic Intelligence Course at this time.

4. We hope to have six recruiters cleared, through processing, and on the job in time to meet the September Basic Intelligence Course. Additional recruiters would be sent to succeeding courses.

5. Arrangements for the new recruiters to take the Operational Support Course at a future date can be made with Mr. [REDACTED] Chief, Personnel Procurement Division. Your approval of this request would be greatly appreciated.

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SIGNED

Harrison G. Reynolds
Director of Personnel

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